CÂU HỎI THEO OBJECT POWER POINT 2016

OBJECTIVE 1: CREATE AND MANAGE PRESENTATIONS

Part 1.1. Create a presentation (Tạo một trình bày mới)

- Create a new presentation
- Create a presentation based on a template
- Import Word document outlines

	TASK
1	Start PowerPoint 2016 , and then do the following: a. Create a new presentation based on the **Blank Presentation** template. Do not save the presentation. b. From within the new presentation, open the **PowerPoint_1-1** document from the practice file folder, to create a presentation based on the outline in the document. c. Save the new presentation as **PowerPoint_1-1a.pptx.**
2	a. Create a presentation based on the *Welcome to PowerPoint* template that is available from the New page. If the template isn't in the list, locate it by searching. b. Save the new presentation as **PowerPoint_1-1b.pptx.**

Part 1. 2. Insert and Format Slides (Chèn và định dạng Slides)

- Insert specofic slide layouts
- Duplicate existing slides
- Delete slides
- Apply a different slide layout
- Modify individual slide backgrounds
- Insert slide headers, footers and page numbers

	TASK
3	Open the **PowerPoint_1-2** presentation and do the following: a. After **slide 7**, insert a new slide with the *Winter Section Header* slide layout. In the title placeholder, enter **Winter Wonders**. b. **Duplicate** slide 5 (Water Conservation) and then move the duplicate to follow the *Winter Wonders* section opener slide. c. Hide the *Falling Rates* section opener (slide 7) and delete **the blank slide** that follows it (slide 10). d. Format the background of only the title slide to display the *Water droplets texture.* e. Display slide 3. Change the slide layout from *Picture with Caption* to *Comparison*. Note the effect on the existing slide content. f. Configure the slide footer settings to display the footer text **My Presentation** and the slide number on all slides other than title slides. Then verify that the section openers don't display the footer content.

Part 1.3.Modify Slides, Handouts, and Notes (Sửa đổi slide, bảng theo dõi và ghi chú)

- Change the slide master theme or background
- Modify slide master content
- Create a slide layout
- Modify a slide layout
- Modify the handout master
- Modify the notes master

		TASK
4		Open the PowerPoint_1-3a presentation, and do the following: a. Display **Slide Master** view and Apply the *Slice* theme. b. On the **slide master** (not a slide layout), insert the **PowerPoint_1-3b image** from the practice file folder. c. Position the image so the bottom of the image aligns with the top of the title placeholder and the right side of the image aligns with the right side of the slide number placeholder. d. Delete the *Name Card Layout*, *Title And Vertical Text Layout*, and *Vertical Title And Text Layout* slide layouts from the slide master. e. Point to each of the slide layouts to locate the one that is applied to **slides 1-4** of the presentation. Duplicate that slide layout. Rename the duplicate as **My Slides**. f. On the *My Slides* slide layout, switch the title placeholder and the content placeholder so that the slide title is at the top and the content is centered between the title and footer. g. On the slide layout that is applied to **slides 1-4**, hide the background graphics.

5		a. Close **Slide Master** view and do the following:
		  – Display slides 1-4 and verify that the background graphic is hidden.
		  – Apply the *My Slides* layout to **slide 2** and verify that the title and content change places and the background graphic reappears.
		b. Display **Notes Master** view, and do the following to the notes master.
		  – **Remove** the header and footer placeholders.
		  – Apply the *Style 6* background style.
		  – Close Notes Master view.

Part 1. 4. Order and Group Slides (Sắp xếp và nhóm Slides)

- Create sections
- Modify slide order
- Rename sections

		TASK

6		Open the **PowerPoint_1-4** presentation and do the following:
		a. Divide the presentation into four untitled sections as follows:
		  – The title slide and Agenda slide
		  – Slides 3 through 6

	– Slides 7 through 10 – The Summary slide b. Change the name of the first section to **Opening**, the second section to **Review**, the third section to **Vision**, and the fourth section to **Closing**. c. Move the **Vision** section so the sections are in this order: ***Opening, Vision, Review, Closing***

Part 1.5.   Change Presentation Options and Views (Thay đổi các tuỳ chọn trình bày và view)

- Change slide size
- Change view of a presentation
- Set file properties

	TASK
7	Open the PowerPoint_1-5 presentation and do the following: a. Change the **Title** property to **Vacation Ideas** and set the **Status** property to **In Progress**. b. Display the presentation in **Slide Sorter** view. c. Set the slide size for the presentation to ***On-screen Show (4:3)***, and choose the option to **maximize** the slide content. Notice the effect of this selection on the text on **slide 2** and the image on **slides 3** through **5**. d. Undo the slide size change. e. Set the slide size for the presentation to ***On-screen Show (4:3)***, and choose the option to **ensure the fit** of slide content. Notice the effect of this selection on the slide content and the difference between the two fit options.
8	a. Manually rescale the image on **the slide master**, setting the Scale Height to match the **Scale Width**. Ensure that the image is vertically aligned with the content placeholder, and then close Slide Master view. b. Display the presentation as it would appear in **grayscale**, and then as it would appear in **black and white**. Notice the changes required to make the presentation content visible and effective in each of those color schemes.

Part 1.6.   Configure a Presentation for Print (Cấu hình để in một bài trình bày)

- Print all or part of a presentation
- Print notes pages
- Print handouts
- Print in color, grayscale, or black and white.

	TASK
9	Open the **PowerPoint_1-6** presentation and do the following: **a.** Review the presentation content, noting the slides that contain **speaker notes.** b. Print full page slides of only slides **1-3**, using the **Color** setting. c. Print a full set of **handouts** (for all slides) with **three slides per** page, using the **Grayscale** setting.

	d. Print a set of speaker's notes, double-sided if your printer supports it, using the **Pure Black And White** setting.

Part 1.7. Configure and Present a Slide Show (Cấu hình và trình chiếu)

- Create custom slide shows
- Configure slide show options
- Rehearse slide show timing
- Present a slide show by using Presenter View

	TASK
10	Open the **PowerPoint_1-7** presentation and do the following: a. Start the slide show, and then switch to **Presenter View** and move to **slide 3.** b. Set the pen color to **light blue**, and then **underline** the word *shared* **on slide 3.** c. On **slide 3, erase** the line under the word *shared.* Then **highlight** the word in **light green**. d. On **slide 6**, use a red pen to **draw circles** around the two instances of *External* and the word *internal.* e. End the slide show and retain the **annotations**. Save the annotated presentation as **MyNotes.pptx.**
11	a. Return to **the PowerPoint_1-7** presentation. Rehearse the timings for the presentation, spending as much time on each slide as it takes for you to read the content. Save the slide timings. b. Create a custom slide show named **Managers** that includes **slides 1, 3, 4, 5, 7, and 10.** c. Play the *Managers* slide show. d. Edit the *Managers* slide show to add slide **11.**

OBJECTIVE 2: INSERT AND FORMAT TEXT, SHAPES AND IMAGES (Chèn và định dạng VB, hình dạng và hình ảnh)

Part 2.1. Insert and Format Text

- Insert text on a slide
- Apply formatting and styles to text
- Apply wordArt styles to text
- Format text in multiple columns
- Create bulleted and numbered lists
- Insert hyperlinks

	TASK
12	Open the **PowerPoint_2-1** presentation and do the following: a. On **slide 1**, apply the third built-in WordArt style (*Fill: Lime, Accent color 2; Outline: Lime, Accent color 2*) to the presentation title. b. **On slide 2**, format the slide title as **Bold, Purple (Accent 4),** and **Small Caps**. Set the character spacing to **Expanded.** Then use the Format Painter to apply the same formatting to the titles of slides 3 through 8.
13	Return to **slide 2** and do the following:

	a. Convert the bulleted list items to **normal paragraphs**.
	
	b. Format the paragraphs in **two columns**, and then **resize the placeholder** so the columns are of equal length.
	
	c. Create **hyperlinks** from each of the following paragraphs to the corresponding slide in the presentation:
	   − Preparing for a buying trip
	   − Traveling internationally
	   − Meeting the client
	   − Choosing the merchandise
	   − Closing the deal
	d. Edit the ***Meeting the client*** hyperlink to display the ScreenTip **How to comport yourself.**

14	a. Display **slide 3** and do the following:
	   − Change the **first-level** bullets to **green dollar** signs.
	   − Increase the **hanging indent** of the second-level list items to **0.5".**
	b. Display **slide 8** and do the following:
	   − Change the second-level list to a numbered list.
	   − Change the numbers to purple capital letters.

Part 2.2. Format and format shapes and text boxes (Chèn và định dạng hình, hộp VB)

- Insert or replace shapes
- Insert text boxes
- Resize shapes and text boxes
- Format shapes and text boxes
- Apply styles to shapes and text boxes

	TASK
15	Open the **PowerPoint_2-2** presentation and do the following on slide 1: a. Insert **Sun, Moon, and Heart** shapes at their default sizes. b. Set the **Sun shape** to a size **of 3" by 3",** the **Moon shape** to a size of **2" by 1.5",** and the **Heart shape** to a size of **2" by 2**". c. Rotate the **Moon** shape by **180 degrees** so that the open curve is on the left and the outer curve is on the right. d. Select the **three shapes**, and then apply a **1-point, White outline**. e. Using the colors from the **Standard Colors** palette, fill the Sun shape with **Yellow**, the **Moon** shape with **Orange**, and the **Heart** shape with **Red.** f. Add the word **Nature** to the **Sun** shape, the word **Sleep** to the **Moon** shape, and the word **Family** to the **Heart** shape. Then format the words by applying the first WordArt Quick Style (***Fill – Black, Text 1, Shadow***)**.** g. Flip the **Moon** shape vertically so that its text is right-side up. Then rotate the text **270 degrees** so that the text runs sideways from bottom to top.

Part 2.3. Insert and format images (Chèn và định dạng hình ảnh)

- Insert images
- Resize and crop images
- Apply styles and effects

	TASK
16	Open **the PowerPoint_2-3a** presentation and do the following on slide 4:
	a. From the practice file folder, insert the **PowerPoint_2-3b** image of skiers.
	b. Maintaining the aspect ratio, set the **height** of the image to **4**".
	c. Position the image in the lower-right corner of the slide.
	d. Remove the background from the image to isolate the skiers.
	e. Apply the *Photocopy* artistic effect to the picture.
	f. Apply the *Drop Shadow Rectangle* picture style to the picture. Notice that the drop shadow applies to the skiers rather than to the original picture frame.

Part 2.4. Order and group Objects (Sắp xếp và nhóm các đối tượng)

- Order objects
- Align objects
- Group object
- Display alignment tools

	TASK
17	Open the **PowerPoint_2-4** presentation and do the following:
	a. Select **the three shapes** on the slide, and align them all with the **middle** and **center** of the slide.
	b. Change the stacking order so that the **Heart** is in front, the **Sun** second, the **Moon** third, and the **slide title** in back.
	c. Distribute the **three** shapes **horizontally** on the slide.
	d. Group the three shapes.

OBJECTIVE 3: Insert tables, charts, SmartArt and media (Chèn bảng, biểu đồ, SmartArt và Media)

Part 3.1. Insert and Format Tables (Chèn và định dạng bảng)

- Create a table
- Insert and delete table rows and columns
- Import a table

	TASK
18	Open the **PowerPoint_3-1a** presentation, **display slide 2**, and do the following:
	a. Insert a table that has three columns and four rows.
	b. In the top row of the table, enter **Task, Minutes/Day, and Hours Saved/Week.**
	c. Enter the following in the cells of the Task column: **Paper documents, Email, and Calendar.**
	d. Insert a new row at the top of the table, and merge all the cells in the row. In the merged cell, enter and center the title **Effect of Focused Activity**.
	d. In the table, turn off **Banded Rows** formatting, and turn on **First Column** formatting. Then apply the *Medium Style 2 - Accent 2* style to the table, and apply a **border around the entire table**.

19	Display **slide 3** and do the following: a. Embed the worksheet from the **PowerPoint_3-1b workbook** on the slide. b. Enlarge the worksheet object so that it fills the available space on the slide.

Part 3.2. Insert and Format charts (Chèn và định dạng biểu đồ)

- Create a chart
- Import chart
- Change the Chart Type
- Add a legend to a chart
- Change the chart style of a chart

	TASK
20	Open the **PowerPoint_3-2a presentation**, display **slide 1**, and do the following: a. Use the data from cells **A3:C9** of the worksheet in the **PowerPoint_3-2b** workbook to create a **Clustered Column** chart. b. Change the **Average** data point for **Brushing Teeth** to **4** and the **Conservative** data point to **2**. c. Change the chart type to *Stacked Line With Markers*. d. Apply *Quick Layout 3*. e. Set the chart title to **Water Consumption** (**Gallons**).
21	Display **slide 2** and do the following: **Switch** the rows and columns so that the **columns are clustered** by **month** and the **legend** identifies the **Minimum, Average, and Maximum** series
22	Display **slide 3** and do the following: a. Apply *Style 7* to the entire chart. b. Select the chart area, and apply the *Intense Effect – Orange, Accent 6* shape style. c. Select the chart title, and apply the *Fill: White; Outline: Green, Accent color 1; Glow: Green, Accent color 1* WordArt Quick Style. d. For each pie slice, **explode** the data points in the chart by **20 percent**. Then set the angle of the first slice at **200.** e. Change the chart **legend** position from **Bottom to Right.**

Part 3.3. Insert and format SmartArt graphics (Chèn và định dạng đồ hoạ SmartArt)

- Create SmartArt graphics
- Convert lists to SmartArt graphics
- Add shapes to SmartArt graphics
- Reorded shapes in SmartArt graphics
- Change the color of SmartArt graphics

	TASK
23	Open the **PowerPoint_3-3** presentation, display **slide 3**, and do the following: a. Insert a *Half Circle Organization Chart* SmartArt graphic. b. In the manager's position at the top of the organization chart, enter your name.

	− Enter **Joan** as your assistant. − Enter **Jaime, Kathy, and Susie** as the three employees. − Delete your assistant from the organization chart, and then add **Joan** as an assistant to Susie. c. Change the color scheme of the organization chart to ***Colored Outline – Accent 1*** (in the *Accent 1* section). d. Apply **Frame** themes to presentation
24	Display **slide 4** and do the following: a.Convert the bulleted list to a ***Continuous Block Process*** SmartArt graphic. b. Change the layout to ***Basic Venn*** (in the *Relationship* category). c. Change the style to ***Polished*** (in the *3-D* section). d. Change the colors to ***Colorful – Accent Colors*** (in the *Colorful* section). e. Apply **Frame** themes to presentation .Apply the ***Fill: Black, Text color 1; Shadow*** WordArt style to the diagram text. f. Select the ***Administration & Human Resources*** shape and change its fill color to ***Dark Red*** (in the *Standard Colors* palette).

Part 3.4. **Insert and manage media (Chèn và quản lí phương tiện)**

- Insert audio and video clips
- Configure media playback options
- Adjust media window size
- Set the video start and stop time
- Set media timing options

25	Open the **PowerPoint_3-4a** presentation and do the following: a.On **slide 1**, insert the **PowerPoint_3-4b** audio clip from the practice file folder. The audio clip is 2 minutes in length. b. Configure the audio playback options to play the audio clip as a soundtrack to the presentation.
26	a. On **slide 2,** insert the **PowerPoint_3-4c** video clip from the practice file folder. The video clip is 2 minutes, 40 seconds in length. b. Trim the video to **1 minute,** starting **25 seconds** into the original clip. c.Configure the video to start automatically when the slide appears, and to fade out over the last **5 seconds** of the video. d. Mute the sound of the video so that it does not compete with the audio soundtrack. Set the video frame style to ***Rotated, White*** (in the *Moderate* section). e. Resize the video frame to **6.0"** wide and maintain the original aspect ratio. f.Center the video frame horizontally and align it with the bottom of the slide title. g. Test the soundtrack and video by playing the slide show

OBJECTIVE 4:Apply transitions and animations (Áp dụng chuyển tiếp và hình ảnh động)
Part 4.1. **Apply slide transitions (Aps dngj chuyển tiếp slides)**

- Insert slide transitions

- Set transition effect options

	TASK
27	Open the **PowerPoint_4-1** presentation and do the following: a. Apply the *Cover* transition to all the slides in the presentation. b. Make the transition effect begin from the bottom. c. Add the *Wind* sound to the transition. d. Set the transition duration to **3 seconds.** e. **Remove** the slide transition effect from only **slide 1.**

Part 4.2. Animate slide content

- Apply animations to objects
- Apply animations to text
- Set animations effect options
- Set animation paths

	TASK
28	Open the **PowerPoint_4-2 presentation**, display **slide 1** and do the following: a. Select the **slide title** and apply the *Fly In* entrance animation. b. Configure the **Fly In** effect options to enter from the left side of the slide. c.Set the animation duration to **1.00** second. d.Enhance the effect by applying the *Whoosh* sound effect.
29	Display s**lide 2** and do the following: a. Select the slide title and apply the *Fade* entrance animation. b. Select the bulleted list and apply the *Pulse* emphasis animation. c. Configure the **Pulse** effect options to emphasize each bulleted list item individually and to change the color of the list item to *Green* after animating it. d. Use the **Animation Painter** to copy the animations from **slide 2** to the corresponding elements on **slide 3.**
30	Display **slide 4** and apply the following animations in order: a. Apply the *Teeter* emphasis animation to the **butterfly.** b. Apply the *Spin* emphasis animation to the **bumblebee.** c. Configure a *Custom Path* motion path animation that causes the l**adybug** to walk on a curved path from its starting position to the center of the content area. d. Apply the *Shrink & Turn* exit animation to the **mouse**. e. Apply the *Swivel* exit animation to the **frog**.

Part 4.3. Set timing for transition and animations

- Set transition start and finish options
- Configure transition start and finish options
- Reorder animations on a slide

	TASK

31	Open the **PowerPoint_4-3 presentation**, display **slide 1**, and do the following: a.Configure the title animation to **start automatically** when the slide appears. b.Configure the subtitle animation to **start automatically**, **2.00 seconds** after the title animation.
32	Display **slide 2** and do the following: a. Configure the title animation **to start automatically** when the slide appears. b. Set the duration of the title animation to **1.50 seconds**. c. Configure the bulleted list animations to start automatically, **2.00 seconds** after the title animation. d. Set the duration of the bulleted list animations **to 1.50 seconds.**
33	Display **slide 3** and do the following: Configure the title animation to animate letter by letter, with a **50 percent** d**elay** between letter.
35	Display **slide 4** and do the following: Change the order of the animations to **ladybug, mouse, bee, frog, and then butterfly.**

OBJECTIVE 5: Manage multiple presentations (Quản lí nhiều thuyết trình)
Part 5.1. Merge content from multiple presentations (Nhập nội dung từ nhiều thuyết trình)

- Insert slides from another presentation.
- Compare two presentations
- Insert comments
- Review comments

	TASK
36	Open the **PowerPoint_5-1a** and **PowerPoint_5-1b** presentations, and do the following: a. Arrange the open presentations **side by side**. b. After **slide 4** of the **PowerPoint_5-1a** presentation, insert **slide 5** from the **PowerPoint_5-1b** presentation by dragging it into the presentation. c. Close the **PowerPoint_5-1b** presentation. d. At the end of the **PowerPoint_5-1a** presentation, insert the slide title *Goals for the Coming Year* from the **PowerPoint_5-1b** presentation by using the **Reuse Slides command.** e. Open a second instance of the presentation in a separate program window, and arrange the **two instances side by side**. f. Display **slide 4** in the left instance, and **slide 5** in the right instance. g. Verify that the merged slide has taken on the formatting of the presentation
37	Open the **PowerPoint_5-1c** presentation, and do the following: a. **Compare and combine** the presentation with the **PowerPoint_5-1d** presentation from the practice file folder. b. **Review** the marked differences; click Next to move between changes, and select each set of changes to display them on the slide. c. **Reject** the changes on **slides 2 and 7**.

	d. **Accept** the presentation changes (the theme and additional content). Then end the review.
38	Open the **PowerPoint_5-1e** presentation and do the following: a. **Delete** the comment attached to the title slide. b. **Review** the remaining comments in the presentation. c. Using only one command, delete all the remaining comments. d. In the header of slide 2, insert the comment **Change date to reflect that of workshop.** e. **On slide 9**, attach the comment **Is newer data available?** to the citation. f. On **slide 13**, attach the comment **Native plant graphics would add interest** to the content placeholder, and then click away from the comment to close it. g. On **slide 13**, edit the comment to read **Colorful native plant graphics would make this more interesting.**

Part 5.2. Finalize presentations (Hoàn tất trình bày)

- Protect a presentation.
- Inspect a presentation.
- Proof a presentation.
- Preserve presentation content.
- Export presentation to other formats

	TASK
39	Open the **PowerPoint_5-2** presentation and do the following: a. On **slide 2**, correct the spelling of *infermation.* b. Check the spelling of the entire presentation, correcting any mistakes that the spelling checker identifies. c. Add the term *CSCom* to the dictionary. d .Add the correct spelling of *employes* to the **AutoCorrect** substitution table. e. Use the **Document Inspector** to locate and remove all identifying and tracking **information and comments** from the file. Leave the speaker notes in the presentation
40	In **PowerPoint_5-2** a. Assign the password **P@ssword** to the presentation so that the file can be opened but not changed. b. Save the presentation with the name **MyPassword**, and close it. c. Open a read-only version of the password-protected **MyPassword** presentation and check that it's not possible to edit the content. d. Close the file, and then open a version you can edit. Remove the password from the file, and save it as **PowerPoint_5-2a.pptx.**
41	In the **PowerPoint_5-2a** presentation, do the following: a. Create a Handout document and save with named **Myhandout.docx**, export with layout **Blank lines next to slide** b. Mark the presentation as final.

THE END!